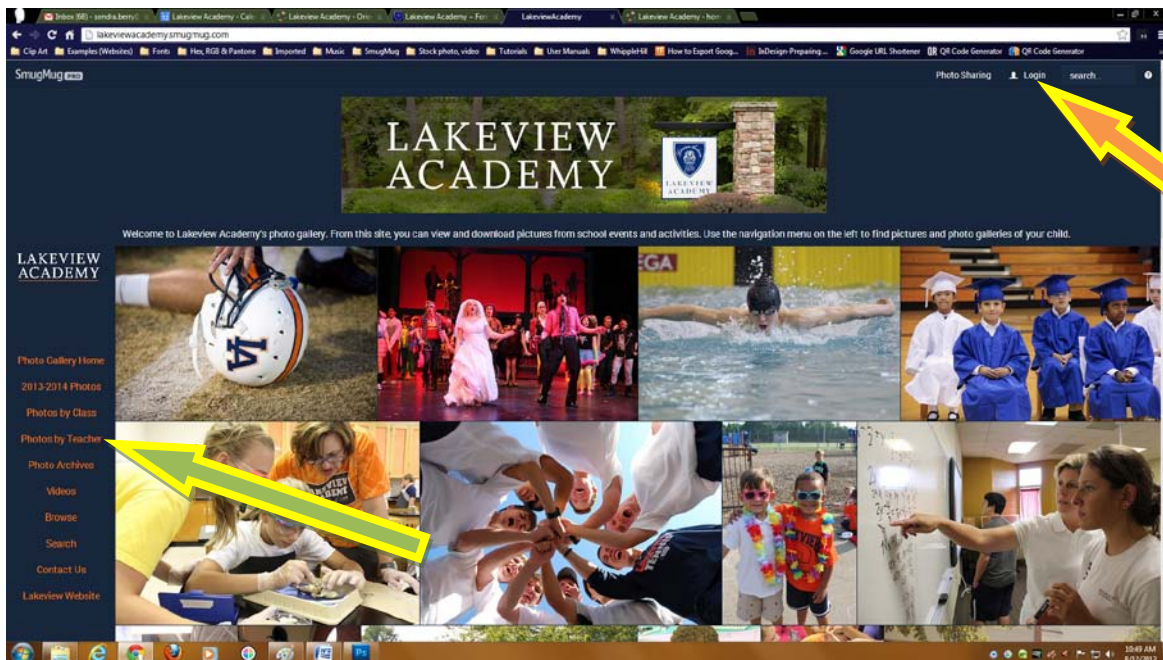


## How to upload photos to the Media Gallery

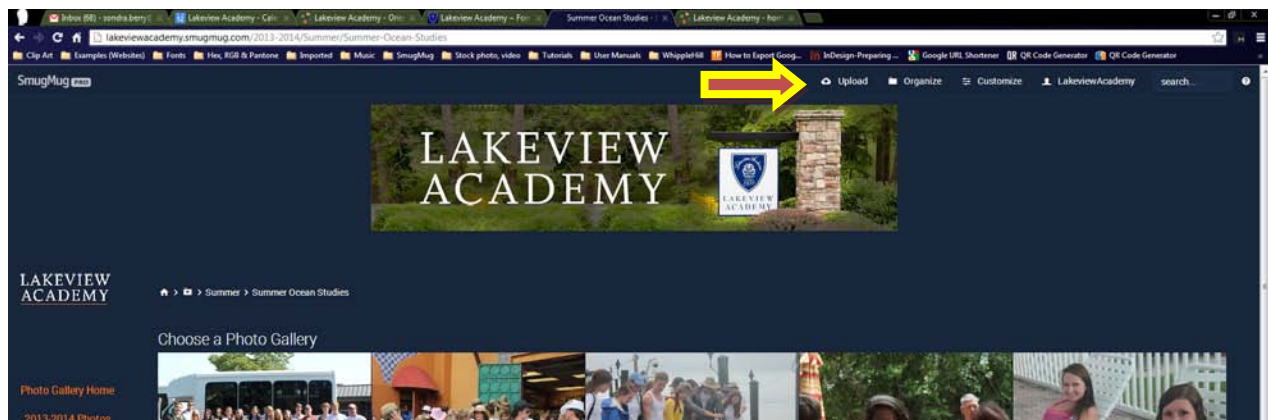
1. First – *and this is very important* – use Google Chrome, Firefox, or Safari as your web browser. Microsoft Explorer doesn't play nice with the media gallery website, so do not use it, if possible.
2. Go to [www.lakeviewacademy.com](http://www.lakeviewacademy.com).
3. Under “On Campus” click “Media Gallery.”
4. When the page opens, look for the login link at the top (orange arrow below). Login using the email address: **communication@lakeviewacademy.org** and the password: **editor** (lower case).



5. After you are logged in, go to the category: **Photo by Teacher** or **2013-2014 Photos** by clicking the link on the left located below the *Lakeview Academy* logo (see green arrow above).
6. When the new page opens, hover over the navigation links on the left and click the link for sub-category you want (in the next example, the pink arrow points towards the sub-categories of the 2013-2014 Photos). You can also access the sub-categories folders by clicking the photo for the folder of your choice. **Please see Sondra Berry to create your own folders, sub-folders, pages and galleries.**



7. When the new page opens, look for the Upload tool box and click the down menu arrow:

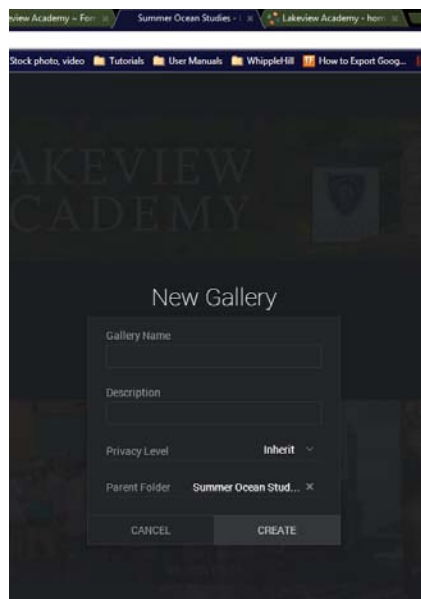


8. After you click the down arrow, the menu will look similar to this:



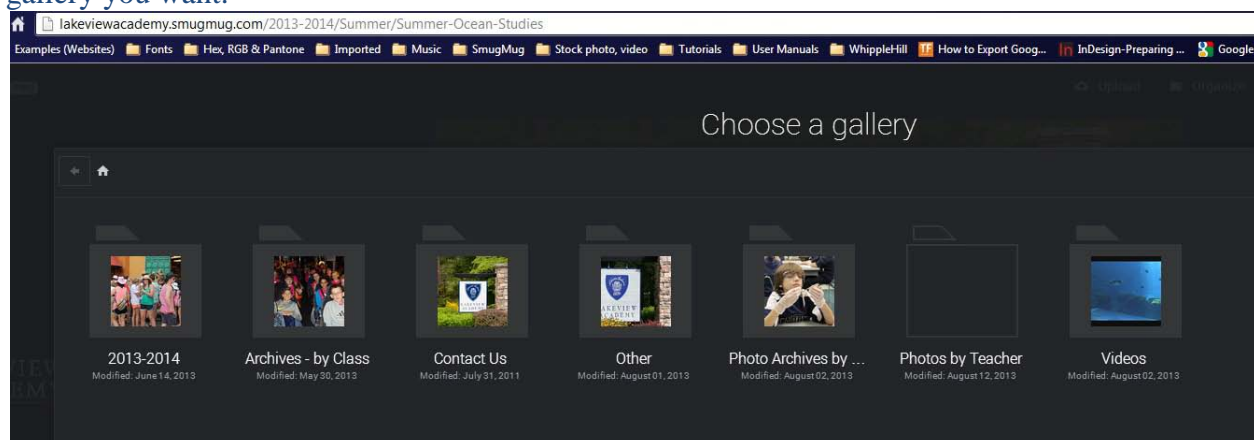
9.

10. Either create a new gallery and follow those steps (see the next illustration)



*[NOTE: Photo galleries located under 2013-14 > Lower or Middle School are automatically password protected. Viewers will need to type the password “roar” to access those photos. When setting up your own galleries it is possible to add passwords to protect your photos from prying eyes.]*

OR add to a gallery that has already been created by clicking the folders and following the path to the gallery you want.



Any questions, please contact Sondra Berry at extension 411 or via email at [sondra.berry@lakeviewacademy.org](mailto:sondra.berry@lakeviewacademy.org).